

POLICY BROADCAST

PB #26-032

PARTICIPATION ACTUAL HOURS MUST BE RECORDED WEEKLY NO MORE ROLLOVER

EFFECTIVE WEEK-ENDING 10/06/06

REFERENCE: DES 2-10.202.05.D

This Policy Broadcast is to inform staff that, with week-ending October 6, 2006, **Actual Hours** of Participation will no longer “roll” (copy) based on the scheduled hours recorded on the *Client Participation Update* (NIS140) screen into the following week. The “Actual Hours” field will be left blank each week. **It will be MANDATORY for the actual hours to be KEYED to update the *Client Participation Update* (NIS140) screen. This information must be based on the VERIFIED ACTUAL HOURS of participation.**

Beginning week-ending October 6th, 2006 the actual hours of participation must be updated on the *Client Participation Update* (NIS140) screen with the verified actual hours.

Verification of actual hours of participation must be documented and can be obtained by:

- Collateral Contact with the participant
- Collateral Contact with the employer, worksite or school
- Pay stubs or timesheets
- Attendance records
- **Signed and Completed *Weekly Time and TRE Report*** (JA-012 English or JA-012-S Spanish)
- Any verifiable method, using reasonable judgment

This PB will be posted with the Jobs Online Manual until it is incorporated into the manual at the next revision.

All requests for clarification should be sent via e-mail to +EA Policy & Training or EAPolicyTraining@azdes.gov and copied to DBlackman@azdes.gov by your policy designee.